

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON, KULTURA AT ISPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Maynila

September 21, 1982

MECS O R D E R
No. 40, s. 1982

GUIDELINES ON GRANTING OF LEAVE AND HIRING OF SUBSTITUTE

To: Bureau Directors
Regional Directors
Chiefs of Services and Heads of Units
Schools Superintendents

1. Advice has been received from the Ministry of the Budget to the effect that there are numerous appointments of substitute teachers made in the field. These appointments have exhausted the appropriations for substitute teacher salaries, and a large overdraft may be incurred for the current calendar year. In order to minimize the overdraft in the appropriation for substitute teachers, the following guidelines are hereby prescribed to take effect immediately:

- a. Except for positions of teachers who are engaged in actual teaching, no substitute appointment shall be issued to fill temporary vacancies in teacher positions whose incumbents are on authorized attendance, on official time, in a training, scholarship grant, seminar, or similar activity, or on official leave regardless of the period of time involved. In other words, substitutes may be appointed only to positions where the incumbent is actually teaching, but is on leave, strictly in accordance with this Order.
- b. Study leave under the Magna Carta shall be programmed so that not more than 5% of the total number of teachers in each district shall be allowed to enjoy this privilege each school year.
- c. After the 60-day maternity leave with full or half pay, as the case may be, granted to a teacher no extension of the leave with pay shall be allowed except in meritorious cases.
- d. The provisions of the Civil Service Rules to the effect that granting of vacation leave of absence shall be contingent upon the needs of the service should be strictly observed so that avoidable leaves shall not be authorized.

2. At the beginning of each calendar year, regional directors should estimate by division the funding requirements for substitute teachers and submit a special budget and once approved, the authorized appropriation for the purpose shall not be exceeded.

3. Please be guided accordingly.

4. All rules and regulations inconsistent with this Order are deemed modified, superseded, or amended accordingly.

(SGD.) ONOFRE D. CORPUZ
Minister

References:

MEC Orders: Nos. 34 and 62, s. 1979

Allotment: 1-2--(D.O. 1-76)

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